

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **385**
PAGE NO. **1.**

1. Requesting Agency **DEPARTMENT OF MENTAL HYGIENE**
2. Division or Bureau of Requesting Agency **REHABILITATION**

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.
6. Recommendation of Hall of Records and Board of Public Works.

1. HOSPITAL AND CENTRAL OFFICE FILE

Size: 8 1/2" x 11"

Dates: 1950 - -

Quantity: 1 drawer (2 cubic feet)

File Arrangement: Alphabetical by name or program or activity

This file is concerned primarily with the supervision of institutional rehabilitation activity and program planning. Similar material is also filed in the General File, Item 2. The following general categories of records are included in the file:

Category A. Correspondence, memos, worksheets (intra-office and with institutional staff) concerned with rehabilitation administration.

Statistical data on patient population.

A. RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

Category B. Correspondence and worksheets concerned with capital improvements planning.

Monthly reports received from institutions (Monthly Reports of Rehabilitation Therapies and Education)

B. RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

R. K. Barnes
Signature

Chief, Division of Administration
and Finance

12/5/1960
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/7/1960

Date

Morris S. Radloff
Archivist

DEC 15 1960

Date

Andrew H. Hulse
Secretary

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2. GENERAL FILE

Size: 8½" x 11"

Dates: 1950 - -

Quantity: 3 drawers (6 cubic feet)

File Arrangement: Alphabetical by name, subject, or type of record

Annual Accumulation: 1 cubic foot (estimate)

Disposable Amount: 2 cubic feet (estimate)

The General File is composed of the operating and informational records maintained by the Director of Rehabilitation. Major categories of records in the file include:

Category A - Correspondence with professional organizations and associations and agencies in other states

Correspondence concerned with internal administration--recruiting personnel, handling patients, supervising institutional directors of rehabilitation therapies

A. RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

Category B - Monthly Reports - copies of reports to the Commissioner of Mental Hygiene

B. RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

Reference material - newspaper clippings, publications, speeches, reprints. This material may be considered non-record within the meaning of the statute governing non-record material (Article 41, Section 179, Annotated Code of Maryland, 1957 Edition) and may be destroyed when no longer needed.

3. GENERAL FILE (TESTING MATERIAL AND REHABILITATION THERAPY AID COURSE MATERIAL)

Size: 8½" x 11"

Dates: 1950 - -

Quantity: 1 drawer (2 cubic feet)

File Arrangement: By type of record

Annual Accumulation: ½ cubic foot

This item is considered to be part of the General File (Item 2) described elsewhere on this schedule. Specific categories of material in the file include the following:

APPROVED BY BOARD OF PUBLIC WORKS DEC. 12 1950 Andrew H. H. H. H. H. SECRETARY
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	<p>A Category: Hospital budget estimates and workpapers</p> <p>Correspondence with institutions and the Commissioner of Mental Hygiene relating to routine matters and studies undertaken which affect the rehabilitation program.</p> <p>Monthly machine tabulations of the results of rehabilitation courses (discontinued, no further accumulation)</p> <p>A. RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p> <p>B. Category: Monthly reports from institutions</p> <p>B. RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.</p>	<p style="text-align: center;">APPROVED HALL OF RECORDS COMMISSION</p> <div data-bbox="958 1649 1528 2010" style="border: 1px solid black; padding: 5px; margin-top: 20px;"><p>RECEIVED BY HALL OF RECORDS COMMISSION DEC 18 1960 <i>Andrew Steubert, Jr.</i> SECRETARY</p></div>